PART 839—MANAGEMENT, ACQUISITION, AND USE OF INFORMATION RESOURCES

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:::SUBPART 839.70 - AUTOMATED DATA PROCESSING ACQUISITION CONTROL FOR THE VETERANS HEALTH ADMINISTRATION (VHA):::

:::839.7000 Scope of subpart.

This subpart is established in order to provide acquisition policies and procedures relating to ADP within the Veterans Health Administration (VHA). The Decentralized Hospital Computer Program (DHCP) of VHA includes acquisition of CORE and non-CORE ADP. The CORE program will provide comprehensive data processing support to all medical centers for medical administration, pharmacy and clinical laboratory. The CORE program has been consolidated for procurement purposes. This subpart, therefore, applies solely to non-CORE acquisitions.:::

:::839.7001 Policy.

(a) Acquisition of new or additional ADP capabilities must be supported by requirements analysis. The analysis must be comprehensive and commensurate with the scope and complexity of the program objective intended to be supported by the proposed ADP hardware or software. The requirements analysis will be prepared in accordance with FIRMR 201-30.007.

(b) Acquisition of new or additional ADP capabilities must also be supported by a cost/benefit analysis prepared as required by MP-1, part II, chapter 20, and FIRMR subpart 201-35.2. This study should document VA's selection of the acquisition alternative which will represent the lowest overall cost. The cost/benefit analysis may be made a part of the requirements analysis or it may be a separate document. In either event it will be completed prior to preparation of the procurement request and will accompany the procurement request.

(c) The requirements analysis and the cost/benefit study are intended to provide management with adequate information to decide whether to initiate procurement action(s) for an ADP project.:::

:::839.7002 Management controls.

ADP procurement requests must be approved by VA management officials before initiating procurement for all equipment, software and ADP services. The VA management approval authorities are as follows:

(a) *$10,000 or less.*

(1) The management approval of all ADP requirements whose purchase value is $10,000 or less or lease value is $300 or less per month must be obtained from the medical center director.

(2) The management approval will not waive compliance with acquisition of property management regulations.

(3) The fragmentation of larger requirements to keep them under this threshold is prohibited. Violations of this requirement may result in withdrawal of this management approval authority.

(b) *Over $10,000 to $50,000.* Acquisitions of ADP equipment, maintenance, software, ADP service or ADP support service for over $10,000 to $50,000 in purchase value or over $300 to $1,500 per month to lease must either be a specific part of an approved ADP plan or be supported by its own individual plan approved by the Under Secretary for Health or an official to whom the Under Secretary for Health has delegated authority.

(c) *Over $50,000.* All ADP requirements whose purchase value is over $50,000 or lease value is over $1,500 per month must be approved by the Associate Deputy Administrator for Information Resources Management (004).

(d) *Telecommunications equipment.* Medical center directors may approve requests for telecommunications equipment with a purchase value of $10,000 or less. For the purpose of this delegation, telecommunications equipment is limited to short and medium distance modems and statistical multiplexers and circuits required for intrafacility and local telephone exchange to transport data from terminal to computer and computer to computer. Telecommunications equipment with a purchase price of $10,000 or more must either be a specific part of an approved ADP plan or be supported by its own individual plan approved by the Associate Deputy Administrator for Information Resources Management (004).

(e) *Construction projects.* ADP equipment required in support of construction projects must be submitted using Recurring Control Symbol 10-0015 regardless of dollar thresholds.

(f) *All ADP and telecommunication acquisitions.* Legal and technical review requirements specified in 801.602-70 will be adhered to in conjunction with the management approvals contained herein.:::

:::839.7003 ADP requisitioning procedures (requirements over $10,000 to $50,000 and not on an approved ADP plan, and all over $50,000).

(a) ADP requisitions (VA Form 90-134, Combination Requisition and Shipping Ticket) will be required for all ADP equipment maintenance, software, ADP service or ADP support service for $10,000 to $50,000 in purchase value or $300 to $1,500 per month to lease which are not part of an approved ADP plan; all ADP equipment, maintenance, software, ADP service or ADP support service which exceed $50,000 in purchase value or $1,500 per month in rental charges; and all telecommunications equipment which exceeds $10,000 in purchase value.

(b) ADP requisitions, completed in accordance with MP-2, subchapter E, subpart 108-26.51, will be submitted to the Deputy Assistant Secretary for Acquisition and Materiel Management (92), VA Central Office, Washington, DC 20420, for coordination.

(c) In addition to the requirements of MP-2, subchapter E, subpart 108-26.51, the requisition should include a system description for the ADP equipment that will include the appropriate portions of the following:

> (1) Estimated CPU size and type.

> (2) Input/output requirements. (List peripheral requirements including quantities and types desired, and general performance requirements.)

> (3) Memory storage requirements.

> (4) Type of terminals needed, i.e., remote batch or intelligent alphanumeric display terminals with or without printers.

> (5) Software needs.

> (6) Special requirements, including ADP security, that must be satisfied.

(d) Funding data must be in the requisition, including the pertinent appropriation and accounting symbols. It must specifically indicate if funds are available within local ADP .900 Limitation.

(e) Coordination of plans. If the requisition represents only one increment or part of an overall agency or facility long-range planning effort, the particular phase of this plan represented by the requisition should be identified along with the future charges contemplated as necessary to the long-range plan. However, care must be taken not to fragment the acquisition so as to circumvent delegation thresholds.:::

:::839.7004 ADP inventory requirement.

The Chief, Acquisition and Materiel Management Service, at each facility will forward information copies of all purchase orders and/or contracts issued for ADP hardware, firmware, software and/or services (excluding routine maintenance) to the Associate Deputy Administrator for Information Resources Management (004), VA Central Office, within 30 days of issuance to ensure that the agency's ADP inventory management data is kept current.:::